

ACCOUNTANT I

THE PURPOSE: Assists schools with preparation of monthly financial reports, trains school secretaries and bookkeepers, and assists Accounting Manager with preparation of monthly and annual accounting entries and reconciliations.

ESSENTIAL FUNCTIONS:

- Monitors schools to ensure monthly financial reports and bank reconciliations are complete and timely.
- Assists schools in preparation of missed reports, reconciliations, and reimbursements.
- Monitors cash levels at schools to that ensure reimbursement requests are timely
- Responds to questions regarding the School Accounting Manual.
- Trains secretaries and bookkeepers on the use of IFAS (Integrated Finance and Accounting System) for purchase requisitions, direct pays, contracts, travel, and fixed assets.
- Conducts annual in-services for secretaries and bookkeepers regarding beginning-of-year and end-of-year responsibilities.
- Maintains the MPS chart of accounts.
- Analyzes district accounts, performs account reconciliations, prepares journal entries, and produces monthly financial reports.
- Prepares year-end closing, adjusting, and reversing journal entries, as well as supporting schedules.
- Assists internal and external auditors as directed by supervisor.
- Evaluates and documents current accounting procedures. Provides recommendations for improvement, and assists with the re-engineering process.
- Assists in the preparation of state financial reports and the Comprehensive Annual Financial Report
- Develops ad hoc revenue and expenditure reports as requested.
- Performs other duties as assigned.

*Reasonable accommodations requested by qualified individuals with disabilities
will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

MINIMUM REQUIREMENTS:

1. A Bachelor's Degree in accounting, finance, business administration, or related field from an accredited college.
2. Residency in the City of Milwaukee within one year of appointment.

DESIRABLE QUALIFICATIONS:

- Professional accounting experience.
- Teaching or training experience.
- CPA certification.

KNOWLEDGE, SKILLS, AND ABILITIES:

- General knowledge of contemporary accounting theory, principles, and practices.
- The ability to use a computerized accounting system and proficiency using spreadsheet software.
- Demonstrated mathematical abilities.
- Honesty and integrity.
- The ability to work in a self-directed and well-organized manner.
- Excellent oral communication skills.
- The ability to write clear and concise business letters and documents.
- A customer service orientation.

CURRENT SALARY RANGE IS: \$38,854-\$55,863 annually with excellent benefits. Recruitment is normally at the beginning of the pay range.

#05-108 – MC (SM) 9/09/05